



**REQUEST FOR QUOTATION**

Name of Project : **Printing Services for Customized Paper Requirements**

Approved Budget for the Contract : **P1,000,000.00**

Deadline for Submission : **September 18, 2018**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's Permit, PhilGeps Registration Certificate, Income/Business Tax Return and Omnibus Sworn Statement.

Quotations shall be submitted in person to the Property Management Division, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority  
5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive  
South Harbor, Port Area, Manila  
Telephone/Fax No. 527-4735  
954-88-00 loc. 539  
PPA Website: [www.ppa.com.ph](http://www.ppa.com.ph)

Very Truly Yours,

**MARK JON S. PALOMAR**  
Chairperson, Bids and Awards Committee  
Procurement of Goods and Consultancy Services

### SPECIFICATIONS

Item No.	Description		Quantity
1	PPA Letterhead	Concorde specialty paper; A4 size; full color printing	1,250 reams
2	Customized Letter envelope	Concorde specialty paper; 12" x 5"; full color printing	10 boxes (5,000 pcs)
3	Customized Folders	With side pockets and slit for business cards	5,000 pcs
		C25 220 lbs.; Full color printing	
		With spot UV lamination and diecutting	
		18.25" W x 18.75" H (spread size)	
		4" H x 9"W (pockets-both sides)	
4	Notebooks with PPA logo and address and DOTr logo	Cover: C25 180 lbs. / Inside Pages: Bookpaper 50	300 pcs
		Cover: Full color printing/Inside pages: 1 color Cover: Matte lamination; perfect binding 5.5"W x 8.5" H 50 sheets	
5	Memo pad with PPA logo	Bookpaper 70 lbs.	300 pads
		Full color printing	
		50 sheets/pad	
		5" H x 3" W	

1. All items must have the PPA logo printed on them.
2. Delivery: Within 30 days from receipt of Purchase Order
3. Supplier must include sample items upon submission of price quotations.
4. See attached pictures for reference.

PHILIPPINE  
PORTS  
AUTHORITY



**(Letterhead)**

Envelope

12 inches



PHILIPPINE  
PORTS  
AUTHORITY

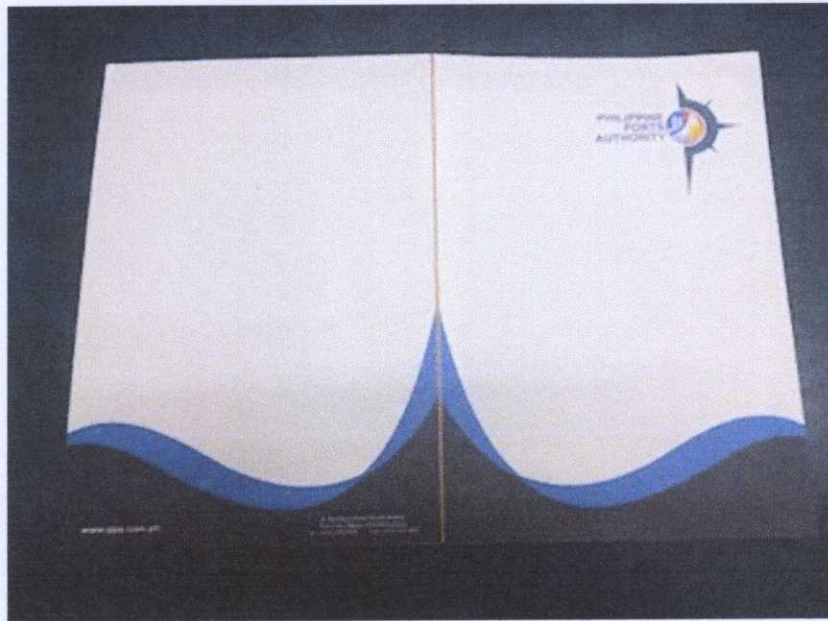
[www.ppa.com.ph](http://www.ppa.com.ph)

A. Bonifacio Drive, South Harbor,  
Port Area, Manila 1018 Philippines  
Tel: (+632) 954-3800 Fax: (+632) 5274855

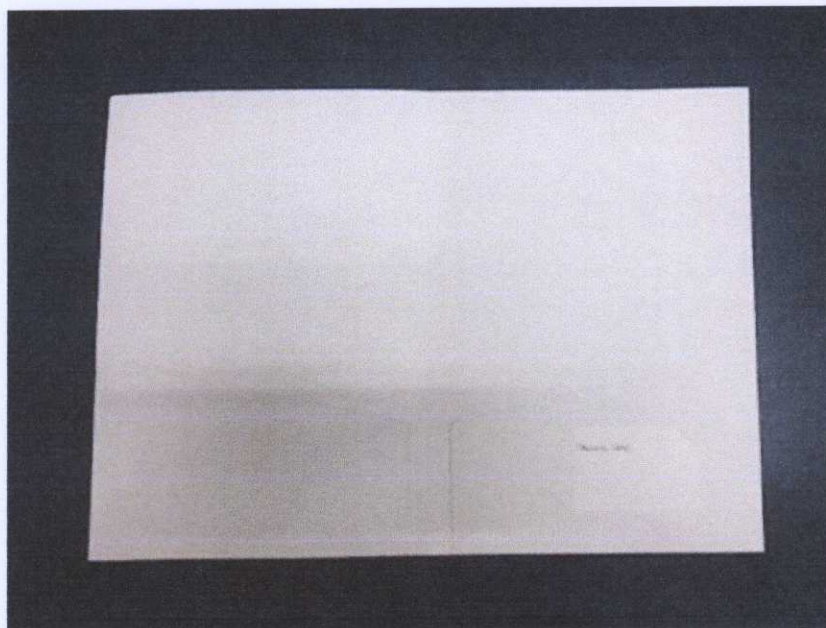
5 inches

## Customized Folder

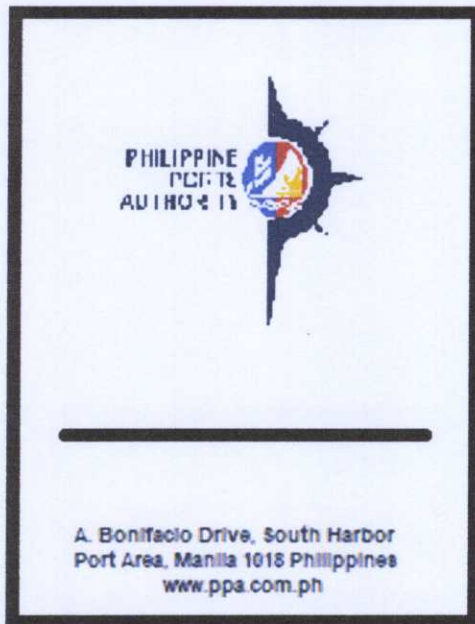
Cover – front and back:



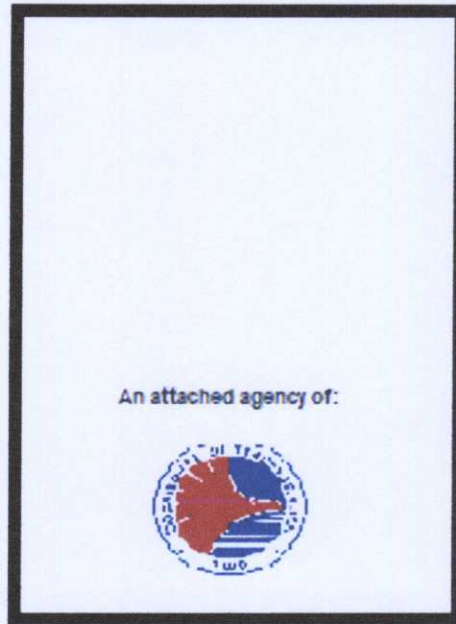
Inside details:



## Notebook



**FRONT**



**BACK**

Notepad

